



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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May 31, 1993

Michael F. DiMario, Acting Public Printer:

Remarks before the Spring 1993 Depository Library Council Meeting

**Government Printing Office
Monday, May 17, 1993**

I'm pleased to see all of you here today. There are a few topics I want to touch on briefly.

As all of you know, I'm currently serving in an acting capacity, pending the appointment (nomination and confirmation) of a new Public Printer by President Clinton.

We're not in a "holding pattern," however. I'll be making some changes designed to get GPO moving again, to address the current financial situation we're in, to restore morale to GPO's employees. There are going to be some organizational changes.

I talked about these things in a hearing before the JCP last week. Our public affairs office would be happy to give you copies of my statement, if you don't already have it. [See p. 4 for the complete written statement.]

I'm also looking closely at the depository library situation--the financial situation the program is in. I've been talking with Wayne and Judy about this. I've met with a number of you already and I'll continue to meet with you. I've spoken with concerned parties on Capitol Hill.

Also, I've been kept aware of other actions that are going on with respect to the depository library community--such as the meetings and discussions of the Dupont Circle Group. I appreciate the fact that I've been kept so well informed.

As most of you know, I once was Superintendent of Documents. The design and operation of the Council are different now.

I see some value in the new way the Council meets. But I see some value also in making sure the Council's activities are made as accessible as possible--and as useful as possible--to the entire depository library community.

I think it's important that the Council meetings be linked with the annual depository

library conference. That would give the Council a greater opportunity for dealing with operational issues.

I also support moving the annual meeting and Spring Council meeting around the country. Experience shows that continuing the annual meeting in Washington will close it off from access by most depository librarians in other parts of the country. The meeting needs to be rotated around to different sites so that others can participate.

For the period that I'm Acting Public Printer, I want Council members to provide me with advice and communications about the state of the depository library community. I want to know what's going on out there with working depository librarians.

--Michael F. DiMario

For the period that I'm Acting Public Printer, I want Council members to provide me with advice and communications about the state of the depository library community. I want to know what's going on out there with working depository librarians. I want to know how GPO can best help them do their jobs, and how we can remedy problems and issues they're concerned with. I think advising on policy is fine, but I want that policy advice to be directed toward ensuring that the depository library program--as it's currently configured--works.

I will be making some new appointments to the Council. I think it's best for all concerned, as well as for the depository library program, that these appointments come from the ranks of working depository librarians.

I understand that since the Council was restructured by Public Printer Houk, the old Council bylaws have been ignored, and that new guidelines are being framed. That's fine. I want to make sure, however, that the new guidelines have a broad range of input from the depository library community.

I also understand that a new Council Vice Chair will be named. I think that's fine, too.

Now to a specific issue before I close. On the subject of the current financial situation, I've had some real concerns. I'm not sure that the approach currently being used--to make cuts in the distribution of certain publications to stay within a particular amount of funding--is the only way to manage the depository library program's funding. I think there may be other ways to do that which would impose fewer problems on the working depository community.

The decision to cut back on the distribution of the bound Serial Set is obviously a deep concern to the depository community. We're looking at ways to address that concern, and I think the plan for the Serial Set is going to change. I'd like to get your views on this issue while you're here.

With that, then, I'm going to close. I'd be happy to answer any questions you have.



**Michael F. DiMario
Acting Public Printer**

**Prepared Statement Before the Joint Committee on Printing
on the
Current Financial Status of the Government Printing Office
and the
Recommendations of the Arthur Andersen Audit**

Tuesday, May 11, 1993

Mr. Chairman and Members of the Joint Committee on Printing, I am pleased to be here today to discuss the current financial status of the Government Printing Office (GPO) and the recommendations resulting from the recent audit of GPO's fiscal year 1992 financial statements by Arthur Andersen & Co.

Current Financial Situation

I share the Joint Committee's deep concern for GPO's current financial position. For fiscal 1992, GPO experienced a loss of \$5.2 million. As of March 31, 1993--the conclusion of the first half of fiscal year 1993--GPO sustained a loss of approximately \$8.7 million.

The current losses are being experienced in all of GPO's printing and binding programs: plant printing, regional printing, and procured printing. These operations cumulatively lost \$10.4 million by mid-year. GPO's information dissemination programs, involving sales of publications and agency distribution services, generated net income of approximately \$1.4 million. Additional net income has been generated by other miscellaneous operations.

The focus of my concern, therefore, is directed towards printing and binding operations: toward relieving the cost pressures on those operations as well as generating increased printing and binding revenues. These are the goals I will outline for you this morning.

Underlying Causes

In addressing our mutual concern for GPO's current financial position, I think it is useful to examine the factors that have brought GPO to this point.

To an extent, the policies of previous GPO administrations contributed to the cost build-up at GPO. Certain staffing practices, the establishment of inappropriate supervisory ratios, various promotions due to grade creep, and the underutilization of employees in certain areas all added to the present cost situation at GPO. The result of those policies is staffing bloat in an era when we can least afford it.

At the same time, GPO's financial condition is also attributable to current trends in

Government printing and in the economy.

We are experiencing significantly reduced revenues in both plant printing and procured printing. Revenues from plant printing are down by \$4.3 million, or about 5 percent, for the first 6 months of fiscal 1993 compared to the previous year. This is due primarily to a reduced Congressional workload resulting from early adjournment for the election last fall. Revenues from procured printing are down \$42.4 million, or approximately 12 percent. The number of printing procurement orders has dropped by 12.6 percent this year compared to last.

Agencies are curtailing orders to GPO. My judgment is that much of the curtailment is due to the change in Administrations. We have seen this pattern before in other election/transition years, and I anticipate that order volume will move upward as the Government moves out of the transition phase. However, I would submit one note of caution that the extent of the increase may be constrained by the Administration's plans to reduce Government administrative spending, which includes printing.

We also know of a curtailment of printing orders to GPO due to the activities of the Defense Printing Service (DPS). The reduction in Defense orders is affecting our regional printing procurement operations significantly. In addition, we are increasingly concerned about the activities of other Federal agencies, such as the General Services Administration (GSA) and UNICOR, in performing printing that is required by law to be done at GPO. We deeply appreciate the Joint Committee's aggressive efforts with these operations to ensure their compliance with Title 44.

Other factors affecting GPO's revenues are also at work, however. For example, as the Printing Procurement Program succeeds in increasing competition in contracting for printing jobs, the price of those jobs--and the revenue that can be earned by them--is driven downward. Under good economic conditions this is the intended effect. Under recessionary conditions, such as those we have been experiencing in recent years, this effect is magnified to the point where sufficient revenues are not generated to cover the cost of the administrative work involved in Program operations.

Another factor is the on-going decline in the price of paper. Approximately 60 percent of the average cost of a procured job is for paper. Even a small change in the price of paper can have a significant impact on revenues earned by the Procurement Program. This impact has been negative in recent years. Since 1989, paper prices have declined overall by approximately 27 percent.

The decline in paper prices has also affected our sales of blank paper. GPO earns a surcharge on direct mill shipments of paper to agencies and paper sold to agencies from GPO's inventory. With the declining cost of paper, these revenues have dropped. As of March 31, revenues from sales of blank paper declined by \$1.7 million, or 18 percent, from the previous year. Not all of this decline is due to the reduced cost of paper, of course, although that is a contributing factor.

Cost-Control Measures Needed

Recognizing the full range of cost and revenue impacts affecting GPO--the actions of previous GPO administrations, the election/transition periods, and the current recessionary economy--it is clear to me that GPO needs to undergo a period of retrenchment and realignment. Part of my objective will be to hold the line on costs. The other part will be to seek increased revenues.

Since becoming Acting Public Printer in February, I have given this matter a great deal of thought and have discussed it at length with the Joint Committee's staff, GPO's managers, and representatives of GPO's unions. All have indicated to me their concerns and their willingness to support a plan to reduce GPO's costs and prepare GPO to deal adequately with the trends and conditions in Government printing today.

I want to note at this point that I specifically intend to avoid what I believe was a major shortcoming of some previous GPO administrations, which was to lay blame for GPO's financial condition on GPO's employees and the wages they are paid. GPO's employees have a right to be paid and treated fairly in comparison to their Federal counterparts. More importantly, they need to be shown the respect that is theirs by virtue of the important work they do every day. They are not to blame for the conditions in Government printing and the economy that GPO is facing today.

I think it helps the current situation to make that clear. I have already taken steps to restore employee confidence, morale, and their sense of participation. Labor relations are being improved by dealing directly with employee concerns. Major proposals are now discussed with those affected and opportunities are now provided for contributions from, and coordination with, employees affected by change. I am also going to reorganize GPO to provide operating managers with more control over their areas. Budget and management control functions, as well as policy and planning functions, will report directly to my office.

Where controlling costs is concerned, the plan I intend to follow is relatively simple. All costs not directly related to the performance of GPO's core mission--to print, procure, and distribute Government publications--will be subject to review. There will be a priority for that review. Those costs involved with the direct support of GPO's core operations, such as providing materials and supplies and engineering support, will be next in line of importance to core operations. Costs involved with the indirect support of core operations, such as personnel, will follow in terms of importance. Costs that are unrelated to the performance of core operations will fall last in terms of their importance to GPO's mission. From that point we will determine whether, and how, those costs should continue to be incurred.

This is the general framework in which I intend to operate. All aspects of my plan have not been fully developed yet. However, there are some specific actions that I already intend to proceed with:

- GPO needs to reduce the number of personnel performing overhead, management, and administrative functions. Effective immediately, there will be a freeze on all hiring for administrative functions, including executive positions. Exceptions will be reviewed on an individualized basis where the positions are directly related to protecting the health and safety of employees.
- A plan will be put in place to reduce all GPO supervisory positions by 25 percent through attrition over the next 3 years.
- With respect to "buy-outs" of retirement eligibles, it is my understanding that this issue is currently before the Appropriations Committees. If approved and managed properly, this authority will give GPO the means to make significant reductions in non-essential overhead and management personnel.
- As personnel levels drop, better use of employees will be made by increasing the use of teams, and by part-time and temporary reassignments to areas of greatest need.
- Our in-plant operations will be operated at full capacity to ensure that employees have the opportunity to be fully productive during cyclical down periods. This is not only important for morale but critical to financial results. We have an in-plant operation that is optimally sized for the efficient production of Congressional and other essential work. In a 1986 study, GPO management reviewed the desirable size of the production workforce and plant equipment if they were to produce only Congressional work and other essential work, such as the Federal Register, postal cards, passports, the U.S. Budget, and White House work. The study showed that a reduction of approximately 25 percent would have been required at that time in both personnel and equipment to achieve the desired resource levels. We are now at those levels, and we should make the most efficient use of these resources.
- We will continue to automate and modernize our production and administrative processes to take advantage of proven technologies in electronics, computers, and telecommunications. These technologies--such as those to be employed in providing an on-line Congressional Record--have the potential for significant cost-savings.
- Where facilities are concerned, I want GPO to get out of leased space and consolidate operations in owned space at the Central Office plant. We will continue with the relocation of GPO personnel from Union Center Plaza to the main building. We are going to look at the need for continuing a separate printing procurement operation at the Navy Yard. We will also look at options to consolidate warehouse space.
- Last fall, a business plan for GPO's regional plants was developed by our regional managers and transmitted to the Joint Committee. I have instructed our Printing Procurement Department to reevaluate that plan and consider opportunities for closing down a majority of the regional plants. The production of the Commerce Business Daily would be transferred to the Central Office plant. Other work would be procured. In order to avoid occupational dislocations, regional plant employees would be retrained for work in the regional procurement offices.

- Expenses for administrative overtime, as well as unnecessary travel, training, subscriptions, and related items, will be curtailed.
- We will continue to seek the support of Congressional committees to manage the use of production overtime.
- The procurement of nonessential equipment, services, and furniture will be curtailed.
- Funds currently budgeted for an employee awards program will be reprogrammed for necessary training costs, with an amount left over for a modest awards program. By "modest" I mean that no employee award should be more than a few hundred dollars, in contrast to other Federal awards programs. I do not believe it is prudent to terminate awards altogether, however, as was done by a previous GPO administration. Employees who perform outstanding work deserve to be recognized.
- During extended Congressional recesses, we may bring nightside employees to the day shift to reduce the payment of night differential. This option will only be used after extended notice, however, in recognition of the burden such a change imposes on families, child care, car pooling, and other aspects of employees' lives.

These are the highlights of the measures I intend to implement, many of which are underway already. In addition, there are other measures that can be explored, such as approaching GPO's unions to negotiate for the establishment of a staggered workweek to reduce overtime expenses. We will move on these issues as opportunities arise.

How much will these actions save? I will be forthright and tell you that I don't have a complete estimate at this time. Any real savings to be gained will be in reductions of personnel, which is where the vast majority of GPO's costs are incurred. Other cost reduction measures will help: for example, the transfer of the Rapid Response Center printing operation to the Central Office significantly reduced the loss that regional printing operations otherwise would have sustained by now. Frankly, however, cost-saving measures that do not affect personnel levels can at best only achieve marginal gains. A formal hiring freeze, combined with a concerted effort to reduce supervisory levels, could have a substantial monetary impact. An even more substantial impact would be achieved by a properly designed and properly administered retirement incentive program.

Financial and Revenue-Generating Measures

Cost-control, however, is only one front in the battle to improve GPO's future. GPO also needs to aggressively pursue certain financial and revenue-generating measures.

We are sensitive to complaints by Congressional and agency customers that they cannot distinguish the direct costs for their work from GPO's indirect or overhead costs. At a meeting convened during the Easter recess by the Joint Committee's staff director, Mr. Chambers, with the chief clerks of Congressional committees, we discussed the need to provide this information. This is an area where GPO's financial systems need improvement. On a related matter, we need to review our financial systems to ensure that the appropriate distribution of overhead costs is being made, and shift those costs where necessary.

Our financial systems also require improvements to more expeditiously send out bills for unbilled work, and to collect uncollected funds. We are currently owed several million dollars in uncollected funds by the Navy Department alone. We will be more aggressive in obtaining reimbursements for services performed.

As noted earlier, one of the major areas of difficulty we are currently facing involves the drop-off in orders from the Department of Defense (DoD). We are also experiencing difficulties with other Federal agencies, such as GSA and UNICOR, which have chosen to ignore the requirements of Title 44. DoD orders alone comprise approximately one-third of GPO's total billings, and we are alarmed by the drop-off we are seeing in those orders, especially in our regional operations. Again, GPO deeply appreciates the Joint Committee's efforts to enforce these agencies' compliance with the law. As you know, we have been working closely with the Joint Committee to achieve a memorandum of understanding with UNICOR, and the Joint Committee's leadership on that has been crucial. We also appreciate the work the Joint Committee has done to ensure that map and chart printing orders are placed with GPO.

For our part, GPO will redouble its efforts to ensure that this work comes to GPO. We will more aggressively market our services to Federal agencies. We will bring a direct, proactive message to the attention of agencies and the new Administration that utilizing GPO saves money for agencies and for the taxpayer. In review after review by GAO, the Office of Technology Assessment, and other agencies, GPO's procurement program has consistently been demonstrated to be the most cost-effective means of spending the Government's printing dollar. The Program also places millions of Government dollars every year in the private sector, providing jobs to the thousands of small printing businesses that participate. There is also much that GPO can do to expand the provision of duplicating services to its customers, and this is a service line that definitely needs to be further developed. We will become more entrepreneurial in our approach to Government printing to ensure that the Government and the taxpayer continue to receive the benefits of this valuable service.

Notwithstanding all of these efforts, however, GPO also needs to consider an increase in rates to address the revenue problem. My planning on this issue has focused on the surcharge for procured printing. In view of the recessionary climate in the commercial printing industry and decreased paper prices, a marginal increase in the surcharge would be offset by continued declines in the cost of procured printing and so would be practically invisible to customer agencies. The increase would enhance GPO revenues while preserving the program that ensures significant printing cost-savings to agencies and the taxpayers.

We are considering two options: (1) increasing the surcharge on procured work to a straight 6 percent and raising the maximum amount to which the surcharge applies to \$25,000; or (2) increasing the surcharge to 7 percent (with the \$25,000 maximum). The former would generate additional revenue of approximately \$4.1 million annually. The latter would yield approximately \$9 million in additional revenue per year.

There are indications that such an increase would not be opposed by customer agencies. At a joint meeting of the Interagency Council on Printing and Publishing Services with GPO's regional managers in November 1992, such an increase was generally viewed as "GPO's cost of doing business." In view of the economic trends currently prevailing, this view is an

accurate characterization of the surcharge proposal. In view of these issues, I strongly advocate such a change, and I would appreciate the Joint Committee's views.

I also want to point out that I do not view a prospective surcharge revision as a "quick fix," nor is it intended to be. The amount of revenue it would raise would not alone remedy GPO's current losing financial position. It will address, however, an area in which GPO is losing revenues through the uncontrollable effects of the economy without imposing a significant disincentive to customer agencies. In concert with other cost-cutting measures to be employed, I believe it is a prudent approach to our current situation.

Arthur Andersen Audit Recommendations

I am pleased with the opinion we received on the audit of our fiscal year 1992 financial statements. With regard to the recommendations of the Arthur Andersen audit, I agree that any shortcomings in our financial and internal control systems need to be addressed. I have reviewed the audit recommendations preliminarily, and have recently received a digest of GPO management's responses to the 90+ suggestions put forth by the audit team. For the most part they indicate concurrence.

On some issues, however, I am inclined to draw back from concurring fully. For example, I do not believe that it would be prudent for GPO to "formally adopt" the Chief Financial Officers (CFO) Act of 1990. The Act comprehends a linkage between the Office of Management and Budget and agency CFO's that in my view would be violative of the separation of powers. However, there are a number of provisions in the CFO Act that could be administratively adopted which would standardize GPO's financial procedures with the rest of the Government's, and I would have no objection to that. Likewise, I am not certain that GPO should buy into a program of annual audits by an outside audit agency in view of the fact that we continue to receive "clean" audit opinions as well as the potential cost of these audits, which run in the \$350,000 - \$500,000 range. Also, the concept of combining all of GPO's internal ADP operations under a single manager has significant drawbacks due to the dedicated nature of our production systems. This concept requires more review than was provided by the audit team.

Otherwise, GPO has generally accepted audit recommendations in the past, as we did with the 1990 GAO general management review of GPO operations, and at this point I see no overriding objection to the majority of recommendations and suggestions as they have been offered. No public agency can fail to ensure the adequacy of accounting procedures and internal controls, particularly in this day and age. To make the right decisions about GPO's future, we need to have financial systems that we can rely on, and the audit recommendations will help us achieve that goal.

Once again, I appreciate this opportunity to submit my views on the current financial status of GPO and to offer my plans for change. I appreciate also the interest and concern of the Joint Committee, and I look forward to your guidance and direction in this matter which is critical to the future of GPO. This concludes my prepared statement, and I would be pleased to answer any questions the Joint Committee may have.





United States Government Printing Office
Washington, DC 20402

OFFICE OF THE
SUPERINTENDENT OF DOCUMENTS

May 18, 1993

Dear Depository Librarian:

The Library Programs Service has recently been apprised that the publication, Population Characteristics, the Hispanic Population in the U.S., March 1992, from the Census Bureau, should not have been shipped to depository libraries. The Census Bureau found content errors in the report after it was printed. The report will be re-written and re-printed.

Descriptive information on this publication:

Title	SuDocs #	Shipping list #	Shipping list date	Item #
Population Characteristics, the Hispanic Population in the U.S.	C 3.186/ 14-2:992	93-0175-P	03/19/93	0142-C-01

I am requesting that you immediately withdraw this publication and destroy it by any means to prevent disclosure of its contents. Both LPS and the Census Bureau regret any inconvenience resulting from the shipment of this 'erroneous' publication.

Sincerely,

Wayne P. Kelley

WAYNE P. KELLEY
Superintendent of Documents

Item Selection Cards Due July 1, 1993

The amendment of item selection postcards for the 1993 Annual Item Selection Update Cycle are due in LPS by July 1, 1993. Any cards received after that date will be held until the next Update Cycle, in 1994, and will not become effective until October 1994. Selections received by July 1, 1993 will become effective in October, 1993.

The July 1 deadline applies only to items being added to a library's selections. Items may be deleted at any time.



Classification Changed for Congressional Select and Special Committees

Some SuDocs classification changes for the Y 4. classes appear in the forthcoming March 1993 issue of the List of Classes.

Effective April 1, 1993, Select and Special Committees that are established for a short duration are no longer listed separately in the List of Classes. Hearings and prints issued by these short duration committees are assigned new class stems.

The House hearings and prints are classed Y 4.2: and are distributed under existing item numbers 1009-B (P) and 1009-C (MF).

The Senate hearings and prints are classed Y 4.3: and are distributed under new item numbers 1009-B-12 (P) and 1009-C-12 (MF). Libraries currently selecting items 1009-B and 1009-C will automatically receive the Senate materials under the new item numbers. No action is needed on the part of libraries to continue receiving these hearings and prints.

Publications with these class stems should be shelved before publications for established committees.

The House hearings and prints will all be Cuttered following the stem by committee name and then title. When no Senate hearing or print number is assigned, the Senate hearings and prints will also be Cuttered following the stem by committee name and title.

For example:

Committee:	Joint Committee on the Organization of Congress
Title:	Organizational Meeting (no Senate number assigned)
Class:	Y 4.3:OR 3/OR 3

Committee:	Joint Committee on the Organization of Congress
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Title: Budget Process: Testimony of Dr. Robert D. Reischauer, Director,
Congressional Budget Office - S. Hrg. 103-30
Class: Y 4.3:S.HRG.103-30



ELECTRONICORNER

U.S. Code on CD-ROM: Installation Made Easy

The U.S. Code on CD-ROM (Y 1.2/5:, item 0991-B) comes with 2 software retrieval packages: Personal Librarian for Windows (WPL) and I-Search (IS) for DOS. For both programs, the first 6 steps of the installation procedure are identical. Then you choose whether to install one or both retrieval programs. For your convenience the system's requirements for each program are provided below.

For IS

1. IBM PC/XT/AT or compatible with at least 640 K
2. DOS version 2.0 or higher
3. CD-ROM Drive with MS-DOS extensions version 2.0 or later
4. Config.sys file with FILES=20 and BUFFERS=15
5. Color or monochrome monitor

For WPL

1. IBM PC/XT/AT or compatible with 3.2 MB RAM (2 to 4 additional MB of RAM Extended Memory will improve performance in some retrieval functions.)
2. A fixed disk with 2.5 MB of free space
3. CD-ROM Drive with MS-DOS extensions version 2.0 or later
4. Config.sys file with FILES=20 and BUFFERS=15
5. Color or monochrome monitor
6. Microsoft Windows version 3.0 or higher and a mouse

TO INSTALL

- 1) Close all applications currently running on your system.
- 2) Create a subdirectory on your hard drive. If your hard drive is C, at the prompt (C:\>) type **md uscode**, followed by ENTER.
- 3) Change to this new directory. If your hard drive is C, at the C prompt: (C:\) type **cd uscode**. Your prompt should now look as follows: C:\uscode>

- 4) Insert the U.S. Code disc into the CD-ROM drive. If your CD-ROM drive is D, then at the uscode prompt, type **d:install**. Your screen should look as follows:
C:\uscode>d: install ENTER
- 5) The installation software will now ask you to specify the letter of your CD-ROM drive. Type the letter and press ENTER.
- 6) You will now be asked to confirm the path for installation. This means that what appears in this box should be the location where you wish to have your program files installed. If you have followed the instructions above correctly, and C represents the letter of your hard drive, then the path should look as follows: C:\uscode. **This step is very important!** In some cases, the path has the CD-ROM drive letter specified, which is not a proper location for your program files. You can type the correct path if the wrong one appears.
- 7) The installation software will now ask if you would like to copy I-Search, Personal Librarian for Windows (WPL) or both to your hard drive. If you choose both, you may also choose whether or not to copy some of the index files on your hard drive. Copying these performance files onto your hard drive will require 2.5 MB of hard drive space, but should also speed up your searches. Tips on how to make the performance files run properly are provided below.

When you choose to install WPL, then the installation software will ask you to confirm that the path that contains your Windows WIN.INI file is in C:\Windows. In general, this should be correct. If not, modify to reflect the location of your WIN.INI.

At the conclusion of the software installation, you will be returned to your DOS prompt. You will be able to access I-Search by typing IS at the prompt or WIN WPL at the prompt.

Additional Tips on Using the U.S. Code on CD-ROM

Most Common Problem

Many people fail to carefully specify the path where they would like the program files installed. Please make sure that you have completed step 6 correctly.

Installation Gets Stuck

When the program is copying files to the hard drive, the installation may stop, leaving the message, "modifying PLDBS.DAT " on the screen. If this happens, the installation procedure is most likely complete. To continue, you will need to reboot your computer (either turn your computer off and then on again, or press the CTRL, ALT and DELETE keys simultaneously). When you return to your DOS prompt, change to the uscode directory (cd uscode), and then type IS or WIN WPL to enter the program of your choice.

Strange Figures on Screen During Installation

During the installation procedure a few strange characters will appear in the bottom left hand side of your screen. These appear if ANSI.SYS is not in your config.sys file. These characters do not affect the installation program.

Icon Setup

If you would like to set up an icon from within Windows, click on the **File** pull down menu and select **New**. You will see a new dialog box that has a choice between adding a Program Group or a Program Item. Select **Item** and press ENTER. Now type in the name of the program that you are adding (i.e. uscode) and the command path required to run the code. If you followed the installation above and your hard drive is C, then it should be C:\uscode\WPL.EXE for Personal Librarian for Windows or C:\uscode\IS>EXE for I-Search. You can install and icon for each program if you wish. There is a designated WPL icon but there is not an I-Search icon.

Getting Message: "Can Not Find WPL, Specified Database"

This occurs when the installation does not copy the appropriate drive letter (of the CD-ROM reader) to the PLDBS.DAT file. You can edit this file using an editor such as the DOS editor and then correctly specifying the letter of your CD-ROM drive. Here is a sample of the way the first line should look: uscode d:\uscode\uscode (where d is the letter of your CD-ROM drive)

In some cases, the "LASTDRIVE =" phrase in the autoexec.bat file may need adjustment to a later letter in the alphabet so as to include the letter of their CD-ROM drive. This should not be the case if the person is currently using other CD-ROMs.

Lan Licensing

Among the various LAN questions we receive the most common one concerns the licensing requirements. Your U.S. Code CD-ROM disc is a stand alone version for one computer. If you run it on a LAN, you must pay a licensing fee directly to Personal Librarian Software based on how many workstations will have access to the disc. Licensing fee information is provided in the manual at the front of the jewel case as well as in the blue licensing agreement that came in your package. Use of programs such as Map Assist that do not allow multiple users to access the disc at the same time still require payment of the LAN licensing fee based on the number of workstations that will access the disc overall.

Lan Setup

If you install the CD onto a LAN server, and then put it into Windows with an icon, you may get the following message: "can't find strings.dat & pldb.dat . Set Pllibdir variable". This variable is in the autoexec.bat file and should specify the directory path (i.e. PLLIBDIR=C:\uscode). With a program such as MapAssist, that makes the program accessible to only one user at a time. Each person on the network will need to

modify the win.ini independently to run WPL.

Performance Files Aren't Performing

Once you have installed the performance files on to your hard drive, you will need to edit the PLDBS.DAT file to enable them to be accessed. To do this, use an editor such as the DOS editor to modify the PLDBS.DAT and USCODE.ALT files so that they are composed entirely in lower case letters. For example, your PLDBS.DAT should look as follows:

```

uscode  d:\uscode\uscode c:\uscode\uscode.alt
manual  d:\uscode\uscode

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Table of Contents Available Commercially

CD Law, an electronic publishing company based in Seattle, has prepared a Table of Contents for the United States Code on CD-ROM. The Table of Contents allows users to display the Titles, Chapters and Sections of the U.S. Code and navigate through its hierarchical structure.

CD-Law has prepared two versions of the Table of Contents file. The full, three-level Table of Contents file allows access to titles, chapters, and sections and requires 8 MB of hard drive space. The "lite" version allows access to titles and chapters and requires 500 K of free hard drive space. This file will work both with I-Search or Windows Personal Librarian.

To order this file, please contact CD Law at:

CD Law, Inc.
 Attention: Tom Grant
 1000 2nd Avenue, Suite 1610
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1993 Federal Depository Conference

Federal Depository Library Program Seminar

**Rosslyn Westpark Hotel
Arlington, VA**

April 22, 1993

Effective Networking on the Local Level: The SEFLIN Experience

**Remarks by Margaret S. Walker
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Boca Raton, Florida 33431**

SEFLIN is the Southeast Florida Library Information Network. It is a non-profit organization comprised of 13 institutions (like 13 colonies) representing 97 library locations - give or take a few depending upon progress of rebuilding some branch libraries destroyed by Hurricane Andrew. The SEFLIN service community covers over 4.4 million people in Dade, Broward, and Palm Beach Counties accounting for approximately 1/3 of the state's population. SEFLIN's recent plans are to expand to include an associate membership ranking to small special libraries and small academic institutions. Currently SEFLIN is negotiating with the IRS over its non-profit status in order to include the for-profit libraries.

The thirteen members are: Barry University, Broward Community College, Broward County Library System, Florida Atlantic University, Florida International University, Lynn University, Miami-Dade Community College, Miami-Dade Public Library System, Nova University, Palm Beach Community College, Palm Beach County Library System, St. Thomas University, and the University of Miami.

SEFLIN is a network of people striving to eliminate boundaries and obstacles to the "library without walls." It was officially incorporated in 1988 as a non-profit organization after several organizational years prior to that. The Government Documents Committee actually preceded the incorporated SEFLIN. In the Spring of 1987, Tony Harvell of the University of Miami and Chris Kitchens of Broward County Library called together a meeting of librarians representing the federal depository libraries in the tri-county area. There were then and there are now 8 federal depositories in the region with item selection percentages ranging from 12% to 83%.

The original meeting's purpose was to review together our item selections with the idea that we would function as a mini-regional - that every item number would be selected by some federal depository library in the region. No one library was able to commit to trying to

take on the responsibility of becoming a regional alone. The huge increase in the population of South Florida: Dade County's population increased by 19.2% between 1980 and 1990; Broward's increased by 23.3% and Palm Beach's increased by 49.7% (FAU is the only depository library in this county) made it imperative that the fairly young depository libraries in the region work closely together to serve this substantial population. As most library institutions in South Florida, we have had to serve this rapidly growing population in competition for the tax dollar against other government agencies. We are a state without a state income tax.

However, with the strengthening of the SEFLIN organization and with the recognition that all depository libraries within the region were also SEFLIN members, we elected to try to become a standing committee of SEFLIN. We met with the SEFLIN project coordinator (this position would later become executive director) in November 1987 with this proposition. The Board of Directors quickly granted us standing committee status.

The current committee consists of documents librarians where government documents are the primary assignment, reference librarians who share documents as part of their assignment, and public service librarians who have some documents cataloged within their collection. We have eleven members appointed by the Board of Directors. Each institution of SEFLIN may elect to have a voting member of a standing committee. Some institutions choose not to have a representative--this is usually more reflective of the size of the institution's professional staff than of interest. In one instance, one institution has two federal depositories--they're just in two different Congressional districts. However, they only have one official vote. The SEFLIN Board of Directors has charged the Government Documents Committee with the following responsibilities:

1. Promote the use of government documents, federal, state, local and international throughout the region;
2. Make recommendations to the SEFLIN Board of Directors concerning accessibility and cooperative development of government documents collections;
3. Provide government documents workshops;
4. Address other government document issues and/or projects as identified by the Board.

In actuality, we wrote these charges up for the Board to give to us.

We hold meetings usually every 2-3 months. These meetings are open to interested visitors. Several of our committee members have neither designated state depository, federal depository or IGO library collections. Their participation has provided rounded and insightful benefits to our meetings. One of the members has requested a depository library "slot" to be held in their congressional district until that time when they can afford to commit the personnel, time and space to participate fully in the program. We refer to her as our "wannabe". She has spent hours at several of our libraries learning about the requirements and responsibilities of the program. Indeed, many of us have spent time at each other's libraries seeing how each has "done it good" or better independent of our SEFLIN meetings.

One of the greatest strengths within the SEFLIN Government Documents Committee has been our focus. Several of the other committees have had to move slowly and cautiously because of the administrative diversity of their institutions. We have small private colleges, large private universities, medium size to large state universities, public libraries, law libraries, etc. Fiscal responsibilities as well as different fiscal calendar years have had to be adjusted to and coordinated. Responsibilities of each institution to its primary clientele has had to be considered. Before SEFLIN, the axiom "neither a borrower nor a lender be" seemed to be the first consideration as strong institutions tried to protect their resources for their clientele first and foremost from the weaker and developing libraries. This library "turf" protection sometimes, though unintentionally, overlaid the depository programs. Now, with SEFLIN, and particularly with the government documents committee, the thrust, the emphasis is to work together - to have a library without walls.

The SEFLIN Government Documents Committee while much of its focus and activities have centered on the federal depository program also are involved with state, local and international governmental organization documents. We are fortunate in having a UN depository (Nova University Law School Library under the capable hands of Iris Caldwell) and an FAO depository at the University of Miami. I might mention that we have two patent depository libraries (Miami-Dade Public Library and Broward Public) within our midst. We also have six of our libraries serve as state documents depositories. The state depository system has just celebrated its 25th year of operation. One of the SEFLIN government document depositories produces a computer KWIC index to state documents with a classification system based on the SuDocs system. The SEFLIN Government Documents Committee instigated a meeting of state document depository librarians in 1991, the first to be held in 10 years. Plans are in progress for a meeting to be held every two years preferably in the center of the state. From Key West to Pensacola, it is about 860 miles, so meetings among librarians within the state is a challenge.

The diversity of the institutions that comprise SEFLIN has also been a source of strength to the government documents librarians. Each institution's collection has facets about it developed to support their primary clientele. Certain special purchases of microforms or access to specialized online databases are shared beyond the institution for which they were purchased. On occasion, some resources have not been entered into the normal OPAC (Online Public Access Catalog) databases. For example, some libraries have not yet loaded documents, state and/or federal, in their OPACs.

Some of our local libraries are still developing an OPAC. Some special collections aren't listed, and are considered a low cataloging priority. Through our meetings and other get togethers (electronic or what) we share information about these items more easily and readily.

We have been developing a more formal organization in the past few years. We have a chair and a chair-elect (selected from within our ranks and officially appointed by the SEFLIN Board). The executive director of SEFLIN either attends each of our meetings or sends a representative. We attempt to make sure that all types of institutions have their turn at a leadership role - that the aggressive university librarians don't continue to dominate year after year. Though we do follow the committee rule of "one institution - one vote", we operate by consensus. We draw up goals each year and produce a written summary of each

years' activities, along with the committee's plans for meetings for the following year. Recently we participated in the strategic planning of SEFLIN with an outside consultant.

We rotate our meeting locations among our members. We grumble about the drive up and down I-95 or the Florida turnpike, always vowing to meet in the middle at SEFLIN headquarters which are located in the Broward County Library's main building in Fort Lauderdale. But there always seems to be something we have to see at another library.

You don't ignore a bunch of documents librarians. And an administrator is especially sensitive to being scrutinized by a bunch of librarians from neighboring institutions.
--Margaret S. Walker

One of our recent meetings was at the new Nova University Law School Library which we had to see and then our next meeting in early June will be at Miami-Dade Public Main Library because we all have to see their new computer set up in documents (especially since their documents computer whiz is being wooed away to another part of the library.) We've actually met as a group at one library to "show our presence" when one member did not feel her administration was acknowledging the important role documents played in the collection. You don't ignore a bunch of documents librarians. And an administrator is especially sensitive to being scrutinized by a bunch of librarians from neighboring institutions. There is a little rivalry on being on the "cutting edge of technology" among the libraries. Our visits to each other also helps give us a sense of how we're doing. It's like a mini-inspection. Travel budgets don't let us get out of the state often, but a bunch of documents minds can pretty much figure some things out when we work as one.

What do we do? What have we been doing? What will we be doing?

In our short life as a committee, we have developed themes to each years activities. One year began an emphasis on electronic technology - to move us into 2001. As all documents librarians know, this electronification of government documents and the depository system has had its repercussions on other areas of libraries and on other committees of SEFLIN. We have been working on stronger communications and interactions with the Reference Committee, the Collection Development Committee and an upcoming meeting with the Interlibrary Loan Committee.

We have representatives on some of the ad hoc committees - because some of the institutions are small, some librarians are on several committees including Government Documents. They bring us communications of their activities and the impact on us. When SEFLIN formed an Ad Hoc CD-ROM Committee to discuss what CDs to put on their infant CD-ROM network, government documents played an influential role. The price, the software, the projected use, the network licensing fees were very conducive to the inclusion of CDs from the federal government on the network. Currently the CD-ROM Net includes the Census 1A for Florida/Georgia, the Foreign Traders Index, the National Trade Data Bank, the National Economic, Social, and Environmental Databank on it. The others are Auto-Graphics Government Documents Catalog Service, Ethnic News Watch, and the SEFLIN Serials Union List CD. The Government Documents Committee then had to provide cheat sheets for the use of the CDs. Training sessions, centered at Broward County Library and lead by Marie Moisdon for government documents, are in progress. Selected librarians

are being sent to the sessions, they are to return and train other librarians--a domino effect of education--each one teach one.

The growth of the SEFLIN electronic movement is slow but steady. Many institutional members have only been recently connecting up to e-mail through SEFLINK which I shall describe later. At some institutions, one central point with one person designated to receive all e-mail messages and route them to the appropriate person. All committee members have a SEFLIN e-mail address. Some, but not all, of the institutions are connected to the Internet. One of the goals of SEFLIN is to connect all to the Internet. SEFLIN is also exploring the establishment of a "Free-Net" system with Broward County Library already active in pursuit of it. About one half of the Government Documents Committee members are on the Internet, regularly accessing Govdoc-L and FLADOCS. FLADOCS is the electronic discussion list started by our regional the University of Florida. Most activity on it are Ns & Os. The Government Documents Committee has as "adopt-a-library" program for those without the Internet. Those on FLADOCS adopt another committee member who is not able to access it and copies or prints out messages of interest for them; messages from Govdoc-L are printed out too. Some of the SEFLIN institutions are able to get computer accounts with a neighboring university to establish their own Internet account.

One of the early priorities of SEFLIN was to provide fax machines for all member institutions. The Government Documents committee is one of the active users--faxing shipping lists to each other, copies of treaties, notices, missing pages, etc. Of course, we fax claims to GPO too. SEFLIN has recently in the last month installed the RLG's (Research Libraries Group) ARIEL system in five of the libraries with the rest to receive it in the next year. The Government Documents committee isn't sure yet about what ARIEL can do for us beyond super fax, but once we do, you can bet, we'll be involved in it. As mentioned, we have an upcoming meeting planned with the Interlibrary Loan Committee. We have, shall we say, "facilitated" our own ILL by faxing documents to each other or sending documents to each other via the SEFLIN van courier without benefit of the ILL clergy or their forms.

Most of us haven't kept statistics on this activity. Every documents librarian would look at an official ILL ALA approved form and mutter "this is too complicated" and therefore, bypass the ILL procedures. It has been an unwritten policy for us to pass things back and forth this way with little scratch notes on who has what. However, we believe that meeting with ILL and working with them, that genuine statistics can be kept on the use of documents. We believe that by cooperating and working closer with them will help them recognize, retrieve and share government documents. Many of them look at documents citations that they have received and don't have a clue what to do if it's not in the OPAC. They freeze. We hope to thaw them out.

And the mention of OPAC brings me to SEFLINK. SEFLINK is the overall computer network which is the basis for a variety of online SEFLIN products including SEFCAT - that is SEFLIN's bibliographic network linking the online public access catalogs of SEFLIN member libraries in Dade, Broward, and Palm Beach counties. SEFCAT users can follow a common command structure to search the catalogs of six SEFLIN members with access to over 6.8 million of their libraries' records and an additional 6 million more records of the State University System of Florida (including government documents on a NOTIS system).

This was an accomplishment to bring in so many dissimilar library systems including the SUS's FCLA/NOTIS IBM system; the BCL's UTLAS (ALIS) system; MDPL's GEAC; UM's Innopac; and PBCL's DRA/DEC system. Backdoor or front door, each institution is being brought in. Currently SEFLINK is reached via limited dial access. SEFLINK also provides the e-mail utility. SEFLINK has a SE@L component which is SEFLIN's Serials Union List.

Based on the OCLC Union List of serial holdings of all SEFLIN members, it is available on SEFCAT, CD-ROM and microfiche. The Government Documents Committee is participating in having government documents serial records included. This has been labor intensive since, like I mentioned, many libraries do not yet have their documents loaded into their OPAC and because there are so many serials in documents. We used the list of serials indexed in the now defunct Index to U.S. Government Periodicals as our first priority to be included, followed by those listed in Price List 36 or Government Periodicals and Subscription Services (now called U.S. Government Subscriptions). SEFLINK also includes the CD-ROM NET which can accommodate 23 simultaneous users.

It is not yet what we would call a "mature" product. Placement of the computers to access SEFLINK varies from institutional site to site. SEFLIN has also produced a print directory of CD-ROM Products held by its members. Naturally, government documents CDs occupy a prominent amount of space on it.

The diversity of the members of the Government Documents Committee has also been a strength in the sharing of knowledge. One of our law library members has helped us in sorting out our responsibilities in providing information to prisoners; one of our public libraries which is neither a state nor a federal depository is a HMDA depository. The public libraries have developed local documents collections to which we can refer people.

We have two public libraries that are patent depositories--a godsend in our region. Some of our close working relationships are because many of our institutions share facilities--one public library is the branch library of a university, another community college library shares a facility with a university library, and so on. This feeling of remoteness, of being way down here on the peninsula also has facilitated the cooperative effort. We all genuinely like working together. We network with other librarians, even if not SEFLIN, in the area. Memberships in local library associations, informal lunches with special librarians, bring back information and provide us with means of sharing information about government documents.

We network on a shoestring. One of our earliest endeavors and recently updated is a bookmark listing the local federal depository libraries on it with addresses, telephone numbers, date when each became a depository, percentage of selection, and any other type of depository collection that may be held. We share guide sheets/handouts with each other. When we first heard that we were not going to receive census maps, we listed with each other who bought which maps covering which counties. How we organized them was shared. These were maps that were produced by Florida State University under the auspices of our state data center. We are currently developing a directory based on the Boston Library Consortium GODIG Library Directory and a newsletter which we are calling the I-95 Newsletter since that is the main road to get to each other. The newsletter is intended as a temporary information provider until e-mail is accessible personally to each of us.

Minutes are recorded of each of our meetings, the dubious honor is rotated among the members. Just in the last week, our first transmission electronically of minutes to our members occurred. Besides lobbying for the state documents depository meeting, we also produced a group letter on our concern and support for the future of the depository program. This letter went out to our senators, selected representatives and the usual suspects.

Most of our meetings include an "inhouse" training or familiarization program. When BCL was a test site for the Economic Bulletin Board, we all met for a demonstration program. When Govdoc-L came up, we met for a demonstration of e-mail. Please note this was before most of us has computers in our libraries to any extent. Some of us did not even have a CD-player.

We've had programs on Lexis/Nexis, state data banks, 1990 census, the 1987 Economic census with extract. Our members have hosted workshops on the 1990 census, the NTDB, "Government Documents: From Asteroids to Zimbabwe", and organizing state documents. Those that have dialup access to the Census Bulletin Board have downloaded software for the others. We share samples of commercially produced software where legal; copy diskettes of things we pick up at far away meetings. Several of us have fiche to fiche copiers where we replicate needed documents. We fax surveys to each other when an envelope arrives empty. Currently we have a large box making the rounds with state publications in it that one library weeded. Each library can dip into it for documents that they want and then send it on via the SEFLIN van courier.

We have been fortunate that one of our founders has also been a member of the Federal Depository Library Council - Chris Kitchens of the Broward County Library. She would meet with us, get our input on issues. Some of our members have participated in the revision of the Superseded List with support from the other members' depository collections.

One of our latest quests has been identifying, obtaining, and reporting to each other fugitive hurricane documents - whether they're FEMA, GAO reports that did not get dispersed through the depository program, or local documents, even publications that came from consultants. We're compiling a list of who has what which will appear in our newsletter.

We've been dutiful in determining our congressional district and reporting it to the regional and the GPO. Actually, we've been dutiful when we could determine our district. The boundaries are hilarious. These boundaries are meaningless in our services since we go beyond that in the telephone calls we answer, the people we assist who come into our libraries. And this brings me to the question of outreach--usually a big problem for universities. Bonding through the SEFLIN umbrella has helped all of us to work on this responsibility. The universities are eternally grateful to our public library partners who sponsor workshops under the SEFLIN logo and include us in the machinations of it. At the same time, the more liberal travel time allotments allow the university members to go out and bring materials and ideas back to our public library members. Some of our public libraries have university accounts to the Internet. SEFLIN Government Document librarians have taught courses, given class lectures to students, high school as well as to a branch campus of an ALA accredited library school.

We've even supervised internships in government documents. These library school students later contact us when they are working in area libraries, specialized or not, for government documents.

You would have noted that the development of SEFLIN and growth of the Government Documents Committee came during some of the worst economic hard times in Florida. I cannot stand up here and describe SEFLIN without telling you about some of the dark moments. The recent years have seen not only changes in the federal depository program, but also changes within the SEFLIN libraries.

Economics and how each of the SEFLIN institutions deal with it affects the committees. Most of us pay our own way to our meetings; the administrations have been giving us time for these networking meetings--not everything can be done via e-mail or the telephone. With many of us having our documents listed in OPACs, the demand for documents has grown substantially. The awareness of what the federal government produces is eye-opening--more so to the rest of the library staff. When book and serial budgets have taken enormous hits, it was documents where information and current information at that could be found. Yet, administrations have been pressuring selectives within SEFLIN to cut back on their item selections. The staffing, the upkeep of the technological aspects of OPAC accessible documents, has come at a time where staff positions have been frozen and decreasing.

The electronification of documents and the minimum technical requirements have placed a much larger monetary burden on federal documents depositories than before. Time away from the institution for networking, training, informational meetings is becoming more scrutinized by administrations. The demand for documents that are not being received through the depository because "they're not on the Core list, or no rain check will be honored, etc." have created an even greater necessity for documents librarians to work together. It's a paradox. We've created the demand, the awareness of the variety, the importance of documents and now we are having problems with delivery of the goods.

That brings me to the current and future plans of the SEFLIN Government Documents Committee. We have gone back to our roots, to our original coming together - that of having the item numbers within our region. Administrators have a bad attitude to the term "mini-regional" or "regional" collection - they know that costs money. So we've coined the term "rational" collection or the "rat's" collection. We are planning what others have done, and that's creating a local item number data base - who within the region gets what. With more of us having fiche to fiche duplicators, we hope to be able to supply quickly the missing or desired document to our clientele. With the fax, and maybe with this ARIEL, and with the SEFLIN courier van service, we hope to expedite our sharing of documents more efficiently.

We hope that every one of our committee members will have their own computer and access to e-mail without intervention. And we believe this is within our grasp. Ridley Kessler on posted a message on Govdoc-L on March 9, 1993 raising several questions regarding Collection development areas, document delivery systems, e-mail systems in the area, training, electronic service systems, sharing administration and development expenses and burdens. We believe SEFLIN is addressing and answering these questions.

As a final example of sharing, let me share a documents joke, for we laugh at our

meetings too. If there are any representatives from the Bureau of Alcohol, Tobacco and Firearms, please leave for a few moments.

Part of what we perceive of our outreach is working with a company SIRS, Inc. (Social Issues Resources Series). They have been coming to our library several times a week to go through our depository boxes and copy documents which they have placed in their print products as well as their CD-ROM products. Soon they will be coming out with a full text government documents CD. When we got the recall for the ATF document (or PETA document), we dutifully destroyed it after carefully reading it to see what was in it. Later it occurred to me that maybe our people from SIRS might have seen or copied it too. We checked. They had. But they had not yet entered it into one of their products because they had been waiting to get a date on it. They returned it to us and we destroyed it. We came close to really reaching out. But the most important thing about SEFLIN, and this is true throughout the depository community, comes from our Executive Director Elizabeth Curry who wrote in Florida Libraries on SEFLIN's committee structure, "personal networking is what makes SEFLIN work... Personal connections and communications [are] necessary to make technological networks effective."

... "personal networking is what makes SEFLIN work... Personal connections and communications [are] necessary to make technological networks effective."

--Elizabeth Curry

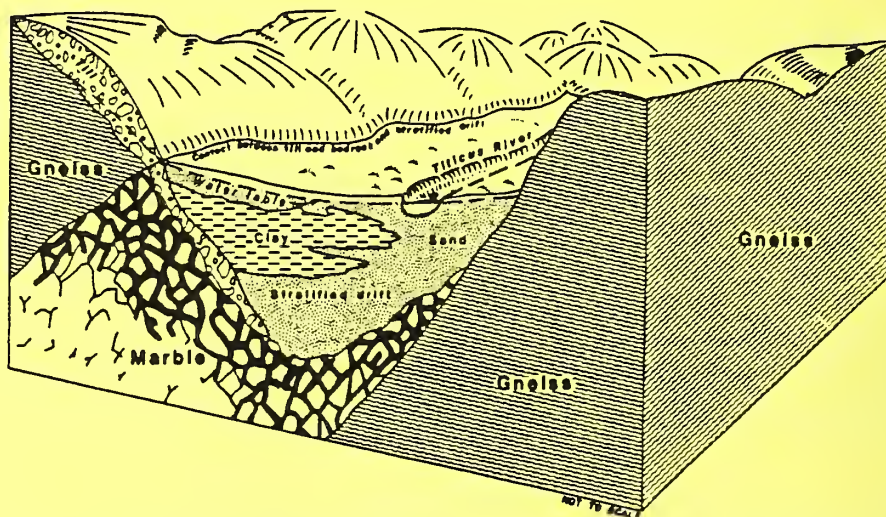


Figure 2. Idealized spatial relations among stratified drift, till, and bedrock.

Illustration from Hydrogeology, Ground-Water Availability, and Water Quality in the Titicus River Valley, Ridgefield, Connecticut. U.S. Geological Survey, 1992. I 19.42/4:87-4144

1993 Federal Depository Conference

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**Rosslyn Westpark Hotel
Arlington, VA**

April 23, 1993

Collection Management Issues of CD-ROM Networking

**Remarks by Denise Davis
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University of Maryland Libraries
College Park, MD**

Good morning!

Those of you who are responsible for collection management in a regional depository know that such an activity is an oxymoron. To give the full flavor of the collection management issues involved I need to begin by providing some background information about the libraries I am with, and outline a few of the issues surrounding implementing a local area network in a library network our size, and our decision to include depository CD-ROMs.

Currently, all our CD-ROM databases are accessed on stand-alone stations. There are approximately 35 workstations distributed among 7 service sites. The automated reference collection is comprised of commercial subscriptions on CD-ROM and floppy diskette, government depository databases, and selected online services. The total number of databases exceeds 75 titles and more than 200 discs. Hence, our dilemma.

At the University of Maryland at College Park Libraries, we are fortunate to have renovation funds from the recent expansion of our main library to earmark for a LAN. What cannot be paid for from this money are labor and subscription costs associated with the network. At present, we are working with a consultant to develop the RFP for the network hardware and software. It looks like the network will comprise 100+ stations distributed as staff terminals, workstations in two reference units, three instruction rooms, and a microcomputer lab with 50 workstations. In addition, seven branch libraries will be able to access the network over the campus backbone, Internet. Remote access is under consideration, but no decisions have been made.

To aid in collection management decisions for machine readable databases, I chaired a committee which developed a draft evaluation/selection form. The criteria include search interface, subject coverage, software installation, documentation, accompanying materials, and duplication within the system. All products must be tested prior to purchase. This,

generally, occurs as a 30 day trial period as opposed to a vendor demonstration. We will no longer order databases from vendors who do not permit an in-house testing prior to purchasing. This form is used to determine what will be renewed each year, also.

There were several factors involved in our decision to network selected databases. What has yet to be determined is which databases will offer concurrent access to multiple users. This is, almost exclusively, a cost issue. We would love to have concurrent access for all of our databases, but cannot afford such a luxury.

Generally, the factors were:

1. size of network (or, you said how big?)
2. depository CD-ROMs versus subscription leasing/vendor licensing requirements (or, who's in charge anyway)
3. compatibility of search and retrieval software (or, with six you get eggroll)
4. access to remote databases, including those on the Internet (or, what possessed me to leave Kansas)
5. cost/budgeting (or, all major credit cards accepted)

1. You said how big?

Clearly, before any work is begun on investigating the wheres and whyfords of a LAN for a library, primary clientele must be identified. Who is using the network will dictate which databases goes on it and when. Are your users faculty, undergraduates, the public, or all of the above and more? Do your users need to have access from home or office? Will library staff or patrons need access during hours the library is not open? Will there be files which only staff need to have access to? Do you already have databases available, but not in a networked environment? Who is using these databases and when? How many files would you like to see in the network? Do you also want access to application software for those titles which do not have individual search and retrieval software? How many concurrent users will there be? How many can you afford?

2. Who's in charge, anyway?

What should go on the network? The University of Maryland at College Park Libraries has undergone several internal studies of what databases would go in a networked environment, either through the integrated library system or a separate LAN. Three years ago the first list was developed for the purposes of identifying databases to be accessed via Victor, UMS' integrated library system. That list remains virtually unchanged, although many more databases exist. This is because our collection is curriculum based. The most recent evaluation, conducted in March 1993, yielded a list of 32 databases to go on the network. It has not been decided which we will negotiate concurrent multiple use for. The prospect of negotiating 32 individual subscription agreements, in addition to the usual renewal negotiations, is more than I can bear to think about just now.

Of the depository databases currently in the collection, some 15 were identified for the network. This decision was made based on subject coverage, quality of interface, and use.

The ARS evaluation form helps librarians with such determinations. The SIGCAT CD-CINC Guideline is a valuable resource for those just beginning CD-ROM selection or cancellation efforts. Regarding depository CDs, what we don't have adequate information on is degradation of search speed with current use. Can we, legally, copy the contents of the CD-ROM and its search and retrieval software to a hard disk for better search performance? We will need to see about that, as well.

Compatibility of search and retrieval software is imperative. Software incompatibility may swiftly reduce your list of network contenders.

--Denise Davis

3. With 6 you get eggroll

Compatibility of search and retrieval software is imperative. Software incompatibility may swiftly reduce your list of network contenders. UMI and Bowker software won't operate on the same server. So, if you are only planning on one server you won't be able to run a product like Inspec or Dissertation Abstracts with British Library Catalog or Books in Print. Extract and Bowker have problems, also.

Learn from the mistakes of others. There are several articles written on software compatibility in a LAN environment. The LAN software and CD-ROM drives has a great deal to do with compatibility, and may influence which network software you choose. What about multi-media databases? What about communication or application software packages? What about the many depository discs which are raw data files with no search and retrieval software? What about full image databases, such as clipart or Patents? Do you just network the index without the full image discs? Do you jump off the bridge now or later? Do you take all your CD-ROMs with you?

4. What possessed me to leave Kansas?

No matter how you get there, neither Archie, Veronica, Ken or Barbie can get you home if you don't know where you are. Add Internet-accessible databases to the interfaces you'll have on the network and just imagine the mess for patrons and staff. Gopher and Archie interfaces are improving daily, and it's hard to evaluate a fluid interface. However, you need to make choices to keep the users of the network as sane as possible. Gradual additions of Internet-accessible files is probably a good idea. The problems arise when the only place to get the information is via Internet. I would argue that the evaluation/selection criteria that you developed for acquiring other databases would serve you well here. Remember that end-user documentation may become a local problem (i.e., you want it, you write it).

5. All major credit cards accepted?

Three major issues come into play at the budgeting level. The first is hardware cost, both for the LAN and the workstations needed for users; the second is labor costs; the third is subscription costs.

Three major issues come into play at the budgeting level. The first is hardware cost, both for the LAN and the workstations needed for users; the second is labor costs; the third is subscription costs.

--Denise Davis

Our expenses for hardware and network software are being handled by the renovation funds. However, we anticipate costs to exceed \$200,000 for the optical servers and software. Workstation costs add another \$400,000 to the pot. Miscellaneous costs for additional Internet connections, modem pools, routers, etc. are not yet known (and we're only at phase one of the project).

Regarding labor costs, the concerns are what costs can you anticipate having with a network? Are you prepared to allocate the resources of a full-time individual (or more) to the operation and maintenance of the network? Are there labor costs which will develop after the network is installed? What impact does labor have on the operation and maintenance of the network? And, what are the trickle-down effects of an inadequately managed network?

Regarding subscriptions, commercially produced databases are of great concern to me. If you network the discs, do you negotiate licensing for concurrent use or do you only offer single-user access? The costs associated with concurrent use can be staggering. Let's use Government Publications Catalog on CD-ROM as an example. GPO from Information Access Company is networkable on CD-ROM and magnetic tape. My library classes at level A in their pricing schedule, meaning we'd pay about \$3,500 for 2 standalone stations or about \$8,000 for CD-ROM networking. We could load the tape and provide unlimited access for the same subscription cost of CD-ROM networking but with much higher labor costs. Through SilverPlatter, use by 2-8 concurrent users would cost \$945, 3 times the cost of single-user access.

In my case, our CD-ROM and online database costs were about \$156,000 last year and we anticipate a 6% increase. Of this, we want to network, with concurrent access, 70% of what we subscribe to on CD-ROM. The cost to do this is 3 times more, about \$306,000. Needless to say, we cannot afford to do this. So, what are our alternatives:

1. We can sacrifice quality interfaces, such as those offered by SilverPlatter or ReferenceBook, for access via our ILS, Victor (CARL). At present, we don't feel our users would be well served by this decision.
2. We can network concurrent access on limited files and leave the remainder single-user. This is probably what we will do initially. Then, using the network software to gather real-time use statistics, re-evaluate what we can afford to add to the concurrent user list of databases. Also, having accurate use statistics will allow us to better negotiate contracts with vendors and do competitive bids.

Conclusion:

Where does this leave me? Scratching my head wondering where the money will come from to continue to fund such efforts. Wondering when the cost of accessing information will come down to a manageable level. Wondering if a CD-ROM network is the right course for us to take. Asking many more questions than there could possibly be answers for, many of the same things I did before CD-ROM was developed.



Contractor-Issued Microfiche Shipping Lists

May 20, 1993

1993-04

Shipping List #	Shipping List Date	Contractor	Contract #
93-0678-M	04-26-93	B&H	789
93-0679-M	04-21-93	ANACOMP	788
93-0680-M	05-04-93	B&H	789
93-0701-M	05-04-93	B&H	789
93-0702-M	05-14-93	MICROFORM	613
93-0703-M	05-21-93	MICROFORM	613
93-0704-M	05-21-93	MICROFORM	354
93-0705-M	05-21-93	MICROFORM	354
93-0706-M	04-29-93	ANACOMP	788
93-0794-M	05-04-93	ANACOMP	788
93-0795-M	05-28-93	MICROFORM	354

Classification/Cataloging Update

May 20, 1993

1993-06

Item #	Class #	Shipping List #	Title	Change
0020-B-02	A 92.24/4-2:992	93-0178-M	Crop Production, U.S. DOA, November 10, 1992	Duplicate. Correct class: A 92.24:992/11, SL 93-0183-M,
0074-A-01	A 98.2:F 73	93-0310-M	Current Perspectives on Food Stamp Program Participation, Trends in Food Stamp Program Participation Rates: 1976 to 1990	Change class to: A 98.2:F 73/15
0074-A-01	A 98.2:F 73/3	93-0310-M	Current Perspectives on Food Stamp Program Participation Rates, January 1989	Change class to: A 98.2:F 73/14
0083-B-05	A 13.80:PNW-RB-193	92-2672-M	Production, Prices, Employment, and Trade in Northwest Forest Industries, First Quarter 1992, PNW-RB-193	Change class to: A 13.66/13:992/1
0154-F	C 3.282:CD 90-1 B-7/992-2	92-0024-E	1990 Census of Population and Housing, Block Statistics, South Atlantic Division (part) Florida, Georgia, CD 90-1B-7	Change class to: C 3.282/3:CD 90-1 B-7/992-2
0159-C-49	C 3.223/20:		Population and Housing Characteristics for Congressional Districts of the 103rd Congress, 1990 CPH-4-... various states	Change class to: C 3.223/20:
	:1990-4-2	93-0173-P	Alabama	:1990 CPH-4-2
	:1990-4-3	93-0092-P	Alaska	:1990 CPH-4-3
	:1990-4-4	93-0173-P	Arizona	:1990 CPH-4-4
	:1990-4-5	93-0092-P	Arkansas	:1990 CPH-4-5
	:1990-4-10	93-0096-P	District of Columbia	:1990 CPH-4-10
	:1990-4-19	93-0173-P	Kentucky	:1990 CPH-4-10
	:1990-4-33	93-0173-P	New Mexico	:1990 CPH-4-33
	:1990-4-43	93-0095-P	South Dakota	:1990 CPH-4-43
	:1990-4-47	93-0092-P	Vermont	:1990 CPH-4-47
	:1990-4-50	93-0097-P	West Virginia	:1990 CPH-4-50

Classification/Cataloging Update

May 20, 1993

1993-06

Item #	Class #	Shipping List #	Title	Change
	:1990-4-52	93-0092-P	Wyoming	:1990 CPH-4-52
0192	C 55.402: M 33/2/992	92-0617-P	National Status and Trends Program for Marine Environmental Quality, Toxic Contaminants in the Gulf of Maine, January 1992	Change class to: C 55.402:M 33/5
0250-E-02	C 55.2:G 51/3	93-0502-M	Global Venting, Midwater, and Benthic Ecological Processes	Change class to: C 55.2:G 51/5
0299	PM 1.10/2:90-71	93-0279-M	Affirmative Employment Statistics, PS0G-90-71, September 30, 1990	Change class to: PM 1.10/2-3:990
0337-B-03	D 103.57:D-92-1	92-2344-M	Dredging Operations Technical Support Program... Overview of Processes Affecting Contaminant Release from... Contract Report D-92-1, January 1992	Change class to: D 103.24/9:D-92-1
0359-C-01	D 110.7:72/11-12	93-0160-P	Military Review, November and December 1992	Change class to: D 110.7/2:72/11-12
0429-A	E 1.2:EN 8	93-0219-P	Working Together for a Safe Environment	Change class to: E 1.2:W 89
0429-A	E 1.2:IN 8/2	93-0295-M	IPNS Progress Report, 10th Anniversary Edition, Argonne National Laboratory, 1981-1991	Change class to: E 1.2:IN 8/5
0431-I-01	EP 1.2:SU 7/28	91-0255-P	Superfund Emergency Response Actions: A Summary of Federally Funded Removals, Fourth Annual Report - Fiscal Year 1989	Change class to: EP 1.89/5:989
0431-I-01	EP 1.2: SU 7/30/991	93-0173-P	Superfund Emergency Response Actions: A Summary of Federally-Funded Removals, Sixth Annual Report - Fiscal Year 1991	Change class to: EP 1.89/5:991

Classification/Cataloging Update

May 20, 1993

1993-06

Item #	Class #	Shipping List #	Title	Change
0447-A-01	HE 23.3002:AC 2	MF	Accessory Apartments Developing Private Partnerships to Market the Concept and Counsel Homeowners, Final Report, January 14, 1987	Change class to: HE 1.1002:AC 2
0447-A-01	HE 23.3002: AC 2/988	89-0365-M	Accessory Apartments Developing Private Partnerships to Market the Concept and Counsel Homeowners, Final Report, June 15, 1988	Change class to: HE 1.1002:AC 2/988
0447-A-01	HE 23.3002: IN 8/8	MF	Building Bridges: Intergenerational Program in Education for Youth Offenders in Training Schools, October 21, 1988	Change class to: HE 1.1002:Y 8 Discard duplicate classed HE 23.3002: Y8/2 on SL 92-0406- M
0447-A-01	HE 23.3002: P 93/5	92-1128-M	Accessory Apartments Developing Private Partnerships to Market the Concept and Counsel Homeowners, Final Report, June 15, 1988	Duplicate. Correct class: HE 1.1002: AC 2/988 SL 89-0365-M
0455-B-02	ED 1.2:P 94	93-0248-M	Building Effective Program Linkages to Establish a Coordinated System of Lifelong Learning for Adults with Disabilities	Change class to: ED 1.2:P 94/5
0455-B-02	Y 3.ED 8/10: 1/991	92-0250-P	The National Education Goals Report, 1991	Change class to: ED 1.1/3:991
0455-B-02	Y 3.ED 8/10: 1/992	92-0633-P	The National Education Goals Report, Building a Nation of Learners, 1992 (National Education Goals Panel)	Change class to: ED 1.1/3:992
0455-B-02	Y 3.ED 8/10: 1/992/EXEC. SUM.	92-0633-P	The National Education Goals Report, Building a Nation of Learners, 1992, Executive Summary (National Education Goals Panel)	Change class to: ED 1.1/3:992/ EXEC.SUM.

Classification/Cataloging Update

May 20, 1993

1993-06

Item #	Class #	Shipping List #	Title	Change
0455-G-09	ED 1.328:M 66	93-0020-M	Selected Data on Minority Participation in the Public Schools, Survey Report, U.S. Department of Education, July 1990	Change class to: ED 1.328:M 66/2
0504-P	HE 20.7038/3:3/3	92-0713-P	CDC, HIV/AIDS Prevention, v.3, no. 3, October 1992	Change class to: HE 20.7038/2:3/3
0516	HE 3.2:R 31/16	93-0225-P	When You Get Social Security Retirement or Survivors Benefits, What You Need to Know 1993	Change class to: HE 3.88/2:993
0516-W	HE 3.2:P 38/3	93-0225-P	A Pension from Work Not Covered by Social Security	Change class to: HE 3.21/2:P 38
0516-W	HE 3.21:F 49	93-0230-F	Financing Social Security, January 1993	Change class to: HE 3.21/2:F 49
0551	GP 3.2:SP 3/2	92-0293-P	SIGCAT CD-ROM Compendium, April 1992	Change class to: GP 3.22/6:992
0582	HH 1.2:C 37	93-0310-M	Characteristics of HUD-Assisted Renters and Their Units in 1989	Change class to: HH 1.2:C 37/2
0603-G	I 1.98: D 24/DRAFT	88-0268-P	Death Valley National Monument: Draft General Management Plan, Draft Environmental Impact Statement, 1988	Change class to: I 1.98:D 34/DRAFT
0620-A	I 19.4/2:1081	93-0235-P	Estimated Use of Water in the United States in 1990	Change class to: I 19.4/9:990
0648	I 29.2:P 38/3	93-0692-P	Comp. Management Plan for the Southwestern Penn. Heritage Preservation Commission, September 1992	Change class to: I 29.2:SO 8/2
0648-E	I 19.88/3: T 22/SUPP.	93-0042-P	Comprehensive Management and Use Plan, Trail of Tears	Change class to: I 29.88/3:T 22/SUPP.
0701-B	TD 3.2:R 13	93-0249-M	Primer Congreso Mundial de Ferrocarriles, First World Railways Congress	Change class to: TD 3.2:R 13/18

Classification/Cataloging Update

May 20, 1993

1993-06

Item #	Class #	Shipping List #	Title	Change
0768-B-02	L 2.122/2: AL 1 S/992-2	93-0227-P	Occupational Compensation Survey: Pay Only, Alaska Air Transportation, July 1992	Change class to: L 2.3/3-3: AI 7/ALAS./992
0768-T	L 2.41/11-2:99/3	93-0166-P	Employment in Perspective: Minority Workers, Third Quarter 1992	Change class to: L 2.41/11-2:992/3
0934-A	TD 5.8: M 59/981/CH.2	93-0064-P	Military Justice Manual, CH-2, COMINST M5810.1C, October 27, 1992	Change class to: TD 5.8:M 59/ 991/CH.2 The basic manual, dated 1991, which includes CH.1, has not been shipped to depositories. This and Change 2 will be redistributed in MF format.
0950	T 17.2: IM 7/2/993	93-0210-P	United States Import Requirements, Revised 1992	Change class to: T 17.26:517/992
0956-J	T 22.21/15: 5528/992-2	93-0166-P	Quarterly Report, Disciplinary and Related Actions; Document 5528, June 1992	Change class to: T 22.2/15:5528/992-2
1016-A	Y 4.G 74/7:AE 8	93-0198-P	Federal Support for U.S. Aeronautics Industry	Change class to: Y 4.G 74/7:AE 8/2
1017-A	Y 4.F 76/1: B 49/3	93-0175-P	Consideration of Miscellaneous Bills and Resolutions	Change class to: Y 4.F 76/1: B 49/2/992/V.1

Update to the List of Classes

May 20, 1993

1993-08

Class no.	Item no.	Change/Notice
A 92.44:	0021-F-04	Catfish. Change title with the January 1993 issue to Catfish Processing.
A 93.12/2:	0021-L	Vegetable Situation and Outlook. (MF) Change title to Vegetable Tables and Specialties Situation and Outlook Report.
C 3.62/5: (Congress No.)	0140-B	The Congressional District Atlas. Congress number, not year, follows class stem.
GP 3.9:	0554	Government Periodicals and Subscription Services - Price List 36. Change title to: U.S. Government Subscriptions
I 49.69:992	0610-C	Fish Distribution Reports. Change title to: Fish and Fish Egg Distribution Reports (MF).
L 37.12/2-2:	0780-A-12	News, Unemployment Insurance Weekly Claims Report. Will use the coverage date in the class beginning with issue L 37.12/2-2:993-3-20
HE 3.21/2:	0516-W	Fact Sheet. This series is now unnumbered. Titles will be cuttered.

Whatever Happened To . . . ? ? ?

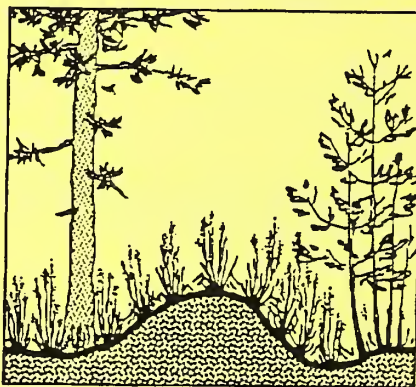
May 20, 1993

1993-04

Class no.	Item no.	Status
CC 1.12/2:VOL	0284	FCC Reports: Second Series. The Federal Communications Commission has notified LPS that v. 103 will be the last bound edition issued. Discontinued.

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Sketch from *Earthworks Landscape Management Manual* showing recommended tall grass field cover, 1989. NPS.

Illustration from Cultural Landscape Bibliography: An Annotated Bibliography on Resources in the National Park System. National Park Service, 1992.
I 29.82:C 89

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